



eAYSO for Instructors

AYSO Course Registrations

It is very important for all AYSO courses to be registered in eAYSO in advance of the course being held. Registering a course is a critical step in the process of holding a class and allows potential attendees to find out about the course and register to attend.

It is equally important for the instructor to manage the course roster – i.e. ensure that the proper attendees are on the roster, track course completions, drops and most importantly, RETURN or CANCEL rosters.

***** All Course Rosters must be Returned or Cancelled within 60 Days after the completion of the course otherwise the Instructor's privileges will be suspended. Rosters must be Returned with proper indications for course completions in order for attendees to receive the appropriate certifications.**

Request a Course in eAYSO

Instructors and Course Verifiers can use the following the step-by-step process to **Request a Course** or register a course in eAYSO:

1. Go to www.eayso.org and **Login to eAYSO with an e-mail Address and password.**



2. Select the **Course Request** option from the Region/Area/Section > Instructor menu:



The Course Request Form should display. If it does not, or if a Restricted Page is displayed – there is a problem with your permissions in eAYSO. Contact your Regional Commissioner (Area Director or Section Director) to correct this problem.

eAYSO American Youth Soccer Organization

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2.6.1

Course Request Form

Course Information

Section --- * Area --- Region # --- *
 Course --Select-- * Start Date [] *
 State -- * City --Select-- *
[Training Course Catalog](#)

Lead instructor

First Name Last Name
 Phone E-mail

Course Contact

First Name Last Name
 Phone E-mail

Course Verified By

First Name Last Name
 Phone E-mail


Comments []

3. Complete the Course Information section by performing steps 4 through 9.
4. If the course is being held at the Region level just **enter the Region number** in the Region # block, the Section and Area will automatically update on the request even though they do not display on the screen.
5. If the course is at the Section or Area Level **select the appropriate Section** from the pull down menu (the screen will refresh to change the pull down menu to list only those Areas in the Section selected), **then select the appropriate Area** from the pull down menu
6. **Select the appropriate course** from the pull down menu (these are displayed in alphabetical order).

7. **Enter the start date** for the course by typing in the date or using the calendar feature.
8. **Select the state** from the pull down menu (the screen will refresh to setup the city menu).
9. **Select the appropriate city** from the pull down menu.
10. Complete the Lead Instructor Section by performing steps 11 through 18
11. Assign the lead instructor. If you have questions about instructor requirements, or course requirements, you can click on View Certification Matrix at the bottom of the Course Information Section.

Lead instructor	
First Name	Last Name
Phone	E-mail
<input type="button" value="Clear"/> <input type="button" value="Assign lead instructor"/>	

12. Click on Assign Lead Instructor.

MyeAYSO		Region	Area	Section	NSTC	Signup	Lookup	Reports	Preferences
 American Youth Soccer Organization									
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Assign Lead Instructor									
Region #	<input type="text" value="All"/>	AYSO ID	<input type="text"/>	AYSO phone	<input type="text"/>				
First Name	<input type="text"/>	Last Name	<input type="text"/>	Home phone	<input type="text"/>				
State	<input type="text" value="--"/>	City	<input type="text"/>	Zip	<input type="text"/>				
<input type="button" value="Back"/> <input type="button" value="Clear all"/> <input type="button" value="Search for a volunteer"/>									

13. You will see the Assign Lead Instructor search window.
14. From the Assign Lead Instructor search window **enter the search criteria** for the lead instructor and **click on Search for a volunteer**.
15. A list of volunteers who meet the search criteria will display below the search window. You can continue to narrow the search by adding to the search criteria and clicking on Search for a volunteer if you need to.

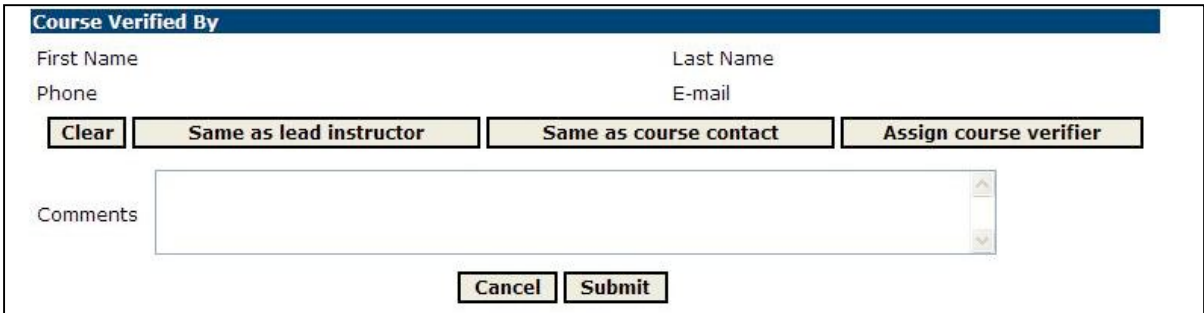
16. From the list of volunteers that meet the search criteria **select the appropriate lead instructor by clicking on the radio button next to the lead instructor's name.**
17. **Click on Assign lead instructor**
18. The Lead Instructor information will display in the Lead Instructor section. If this information is correct, proceed. If the information is incorrect, click on the Clear button and repeat the process to assign the correct Lead Instructor.
19. Complete the Course Contact section by performing steps 20 through 28
20. If the Course Contact is the same as the Lead Instructor, **click on Same as Lead Instructor** and proceed to step 28 to complete the Course Contact section.
21. If the course contact is the not the same as the Lead Instructor, **click on Assign Course Contact.**

Course Contact		
First Name	Last Name	
Phone	E-mail	
<input type="button" value="Clear"/>	<input type="button" value="Same as lead instructor"/>	<input type="button" value="Assign course contact"/>

Course Verified By			
First Name	Last Name		
Phone	E-mail		
<input type="button" value="Clear"/>	<input type="button" value="Same as lead instructor"/>	<input type="button" value="Same as course contact"/>	<input type="button" value="Assign course verifier"/>

22. You will see the Assign Course Contact search window.
23. From the Assign Course Contact search window **enter the search criteria for the Course Contact** and **click on Search for a volunteer.**
24. A list of volunteers who meet the search criteria will display below the search window. You can continue to narrow the search by adding to the search criteria and clicking on Search for a volunteer as you need.
25. From the list of volunteers that meet the search criteria **select the appropriate Course Contact by clicking on the radio button next to the contact's name.**
26. **Click on Assign Course Contact.**
27. The Course Contact information will display in the Course Contact section. If this information is correct, proceed. If the information is incorrect, click on the Clear button and repeat the process to assign the correct Course Contact.
28. Complete the Course Verifier section.
 - a. Perform step 30 if the course is verified by the same person as the lead instructor.

- b. Perform step 31 if the course is verified by the same person as the course contact
 - c. Perform steps 32 through 37 if the course is verified by someone other than the Lead Instructor or the Course Contact
29. If the Course Verifier is the same as the Lead Instructor, **click on Same as Lead Instructor** and proceed to step 38 to complete the Course Verifier section
30. If the Course Verifier is the same as the course contact, **click on Same as Course Contact** and proceed to step 38 to complete the Course Verifier section
31. If the course verifier is different than the lead instructor or the course contact, click on **Assign Course Verifier**.
32. You will see the Assign Course Verifier search window.
33. From the Assign Course Verifier search window **enter the search criteria for the Course Verifier** and **click on Search for a volunteer**.
34. A list of volunteers who meet the search criteria will display below the search window. You can continue to narrow the search by adding to the search criteria and clicking on Search for a volunteer as you need.
35. From the list of volunteers that meet the search criteria, **select the appropriate Course Verifier by clicking on the radio button next to the verifier's name**.
36. Click on **Assign Course Verifier**.
37. The Course Verifier information will display in the Course Verifier section. If this information is correct, proceed. If the information is incorrect, click on the Clear button and repeat the process to assign the correct Course Verifier.



Course Verified By

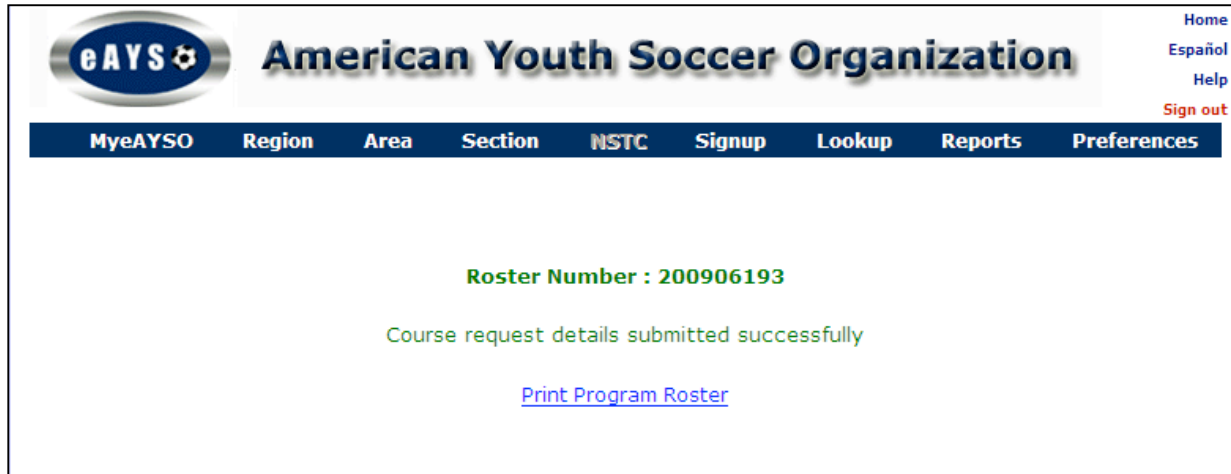
First Name Last Name
Phone E-mail

Comments

38. **Enter any comments** associated with this course in the comments block. Any information entered here will be displayed to students viewing course listings. It can be used to include any instructions to students including directions to the class.
39. **Click on Submit** to submit the course request



40. You will see a screen display that shows the course roster number and states Course Request Data Submitted Successfully



41. The Course Lead Instructor, Course Contact & the Course Authorizer will receive an e-mail showing the course registration and the roster number.

42. You can print a copy of the course roster by clicking on Print Program Roster.



43. IF THE LEAD INSTRUCTOR IS NOT QUALIFIED TO TEACH THE COURSE – the following will occur



- a. The screen display will state “Our database shows that the Lead Instructor Certification Information does not meet the requirements for this course. Please contact the Programs Department at the National Office if this is in error.”
- b. The course will not be registered.
- c. Courses are only approved if the Lead Instructor has the proper instructor certifications.

44. IF THE LEAD INSTRUCTOR IS QUALIFIED BUT THE AUTHORIZER IS NOT QUALIFIED TO AUTHORIZE THE COURSE – the following will occur:

- a. You will see a screen display that shows the course roster number and states Course Request Data Submitted Successfully
- b. The screen display will state “Our database shows that the Course Authorizer Information needs to be updated. Please contact the AYSO Programs Department at the National Office.
- c. The roster will be placed in a Pending Status.
- d. The Course Authorizer Information must be resolved prior to conducting the course.

45. If you have any questions about completing the Course Request Form contact the AYSO Programs Department at the National Office (800) 872-2976 or e-mail Rosteradmin@ayso.org

46. You can now manage the course roster.

Managing a Course Roster in eAYSO

The following procedure will guide you through the step-by-step process for managing a course roster in eAYSO.

1. If not already logged in to eAYSO. Login to eAYSO with an Email address and password.
2. Select the **Rosters** option from the Region/Area/Section > Instructor menu:



The Training Rosters Lookup screen will display

3. To locate the roster you want to manage you can the search to locate a roster by using the search criteria.
4. **Click on Search.**
5. You will see the rosters that matched the search criteria you requested
6. For the roster you want to manage **click on the radio button next to the roster.**
7. **Click on Manage Roster**



2.6.2

Lookup Roster

Section Area Region # State City

Roster Number Roster Status Instructor Last Name

Course Start Date From To Discipline

Roster #	S/A/R	Training date	Course name	Status	Instructor name	City	State
<input checked="" type="radio"/> 200906187	2/N/0036	11/30/09	Basic Referee Course -WITH SAFE HAVEN	Approved	Tobin, Thomas	San Mateo	CA
<input type="radio"/> 200905663	2/N/0036	10/02/09	U-12 Coach	Approved	Drechsler, Charles	San Mateo	CA
<input type="radio"/> 200905662	2/N/0036	09/25/09	U-10 Coach	Returned	Drechsler, Charles	San Mateo	CA
<input type="radio"/> 200905661	2/N/0036	09/25/09	U-8 Coach	Returned	Drechsler, Charles	San Mateo	CA
<input type="radio"/> 200905660	2/N/0036	09/18/09	U-6 Coach	Returned	Drechsler, Charles	San Mateo	CA
<input type="radio"/> 200904434	2/N/0036	09/09/09	U-8 Official -WITHOUT SAFE HAVEN	Returned	Worthge, Scott	San Mateo	CA
<input type="radio"/> 200904436	2/N/0036	09/08/09	Assistant Referee - WITHOUT SAFE HAVEN	Returned	Worthge, Scott	San Mateo	CA
<input type="radio"/> 200904433	2/N/0036	09/02/09	U-8 Official -WITHOUT SAFE HAVEN	Returned	Worthge, Scott	San Mateo	CA
<input type="radio"/> 200903538	2/N/0036	09/02/09	U-8 Official -WITHOUT SAFE HAVEN	Cancelled	Worthge, Scott	San Mateo	CA
<input type="radio"/> 200904435	2/N/0036	09/01/09	Assistant Referee - WITHOUT SAFE HAVEN	Returned	Worthge, Scott	San Mateo	CA

1 2 3 4 5 6 7 8 9 10 Next

8. You will see the View/Edit Training Rosters screen and the information for the roster you selected will be displayed.

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View/Edit training rosters

Program Roster Information

Course name	Basic Referee Course -WITH SAFE HAVEN	Roster Number	200906187
Course number	6150	S/A/R	2/N/0036
Training Date	11/30/09	Date requested	11/03/09
Lead instructor	Tobin, Thomas	Lead instructor phone	3105487976
Contact person	Tobin, Thomas	Contact person phone	3105487976
Contact person E-mail	tobins2@earthlink.net		
Last updated By	Potter, Rand	Last updated date	11/03/09

Attendees name	Course module	Remove																												
Check/Uncheck All	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1</td><td style="width: 5%;">10</td><td style="width: 5%;">11</td><td style="width: 5%;">12</td><td style="width: 5%;">13</td><td style="width: 5%;">2</td><td style="width: 5%;">3</td><td style="width: 5%;">4</td><td style="width: 5%;">5</td><td style="width: 5%;">6</td><td style="width: 5%;">7</td><td style="width: 5%;">8</td><td style="width: 5%;">9</td><td style="width: 5%;">Completed</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	1	10	11	12	13	2	3	4	5	6	7	8	9	Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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To add an attendee to the roster complete the following steps

1. **Click on Add Roster Attendee**
2. You will see the Program Roster Attendees screen

1.2.6.1

Add Attendee

Program Roster Information

Roster Number	200906187	Course #	6150	Course Instructor Name	Tobin, Thomas
Course Loc City	San Mateo	Start Date	11/30/09	End Date	

Search Volunteer

First Name	<input type="text" value="O"/>	Last Name	<input type="text" value="Koshy"/>	Region #	<input type="text" value="All"/>
AKA/Nick Name	<input type="text"/>	Home phone	<input type="text"/>	AYSO ID	<input type="text"/>
City	<input type="text"/>	State	<input type="text" value="---"/>	Zip	<input type="text"/>

	Member name	AYSO ID	City	State	Zip
<input checked="" type="radio"/>	Koshy, Oommen	54009629	Hawthorne	CA	90250

3. From the Program Roster Attendees search window **enter the search criteria** – for the course attendee and **click on Search for a volunteer**
4. A list of volunteers who meet the search criteria will display below the search window. You can continue to narrow the search by adding to the search criteria and clicking on Search for a volunteer if you need to. If the volunteer information does not display ensure that you have entered the appropriate search criteria. For example, a volunteer may go by “Bob” but their record in eAYSO is listed as “Robert.” If you are certain you have searched and the volunteer can’t be found proceed to: *To add an attendee that does not have a volunteer record in eAYSO*
5. From the list of volunteers that meet the search criteria **select the appropriate course attendee by clicking on the radio button next to the volunteer’s name.**
6. **Click on Add Attendee to Program Roster**
7. The volunteer will now display in the list of Program Roster Attendees.
8. **Repeat the process in steps 1 through 7 above to add additional attendees.**

To add an attendee that does not have a volunteer record in eAYSO

1. If the volunteer does not display after using the search feature on the Program Roster Attendees screen you can still add them to the roster by completing the following steps.

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1.2.6.1

Add Attendee

Program Roster Information			
Roster Number	200906187	Course #	6150
Course Instructor Name	Tobin, Thomas		
Course Loc City	San Mateo	Start Date	11/30/09
End Date			

Search Volunteer

First Name Last Name Region #

AKA/Nick Name Home phone AYSO ID

City State Zip

No data found!

2. Click on Add New Volunteer

3. The Add New Volunteer screen will display

4. Complete the information on the Add New Volunteer form. NOTE: All red asterisked fields are mandatory and must be filled in.

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5.6.1.2.1

Add new volunteer

Region: 36 *

Legal first name: Loveta * Legal last name: Playsoccer *

AKA/Nick Name: DOB: --- -- ---

Street address: 123 Kick Ln * City: San Mateo *

State: CA * ZIP: 94403 *

Home phone: 650 555 1212 * Cell phone:

Gender: Male Female * Email:

Red - Mandatory Fields

5. After completing the Add New Volunteer form, click on **Submit**.
6. The new volunteer will display on the Program Roster Attendees.

Roster Management

1. To print a course roster click on **Print Program Roster**. A pdf document will display.

Removing a volunteer from a roster

1. If a volunteer did not complete the course or if a volunteer was not present at the course or canceled prior to the course you want to remove them from the roster. We will assume that the individual you created the new record for (Your First Name) Volunteer did not attend the course.
2. Click on the **Remove Box** for the volunteer
3. Click on **Remove** at the bottom of the list of attendees – you will see that the volunteer has been removed from the roster



Completing and Returning a Roster

1. After completing the course you will do the following for each volunteer who successfully completed the course.
2. **Click** on the **Completed** box by their name on list of attendees to indicate that they successfully completed the course.
3. **Click** on **Return Roster** at the bottom of the list of attendees to submit the course roster.

View/Edit training rosters

Program Roster Information			
Course name	Basic Referee Course -WITH SAFE HAVEN	Roster Number	200906187
Course number	6150	S/A/R	2/N/0036
Training Date	11/30/09	Date requested	11/03/09
Lead instructor	Tobin, Thomas	Lead instructor phone	3105487976
Contact person	Tobin, Thomas	Contact person phone	3105487976
Contact person E-mail	tobins2@earthlink.net		
Last updated By	Potter, Rand	Last updated date	11/04/09

Attendees name	Course module	Remove																												
Check/UnCheck All	<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #003366; color: white;"> <th>1</th><th>10</th><th>11</th><th>12</th><th>13</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>Completed</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	1	10	11	12	13	2	3	4	5	6	7	8	9	Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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4. The following actions will occur:
 - a. The status of the course roster will change from Approved to Returned.
 - b. All attendees who were identified as completing the course will have their volunteer records updated to reflect completion.

Special Conditions - Information

For Intermediate Referee, Advanced Referee & National Referee courses the volunteer’s record will be updated to reflect the course completion. To obtain qualification as an Intermediate Referee, Advanced Referee or National Referee, since additional requirements must be fulfilled, a Referee Upgrade Form must be submitted to the National Office in order for their training record to reflect these referee qualifications.

For instructor courses, the volunteer’s record will be updated to reflect completion of the instructor course. To obtain instructor certification either of the following actions or a combination of these actions must be completed:



An Instructor Verification Form must be completed to indicate the instructor has the appropriate discipline specific knowledge and has demonstrated the appropriate presentation skills. These forms should be sent to the National Office.

If several instructors completed all instructor qualifications at the time of the instructor course, then a memo, e-mail, or marked up copy of the roster should be sent to the AYSO National Office. This can be done instead of having each instructor submit a verification form.

E-mail: rosteradmin@ayso.org

Mail: AYSO National Office

19750 S Vermont Ave, Suite 200
Torrance, CA 90502
ATTN: Roster Administrator